

## What information is available on this part of the web site?

The City of Indianapolis / Marion County's Permit, Land Use Petition, and Enforcement Case portal provides information about "cases", including:

- **Petitions:** Variances, Rezoning, Vacations, Approvals, Regional Center, Plats, LNCU;
- **Certificates of Appropriateness** from IHPC;
- **Permits, Licenses** and related **Inspections:** Drainage, Driveway, Electrical, Encroachment, Flood, Heating & Cooling, Improvement Location, Master, Plumbing, Right of Way, Sewer, Sign, Street Construction, Structural, Wrecking Permits; Business & Contractor Licenses, Self-Certification Tags, Project, Notification, State Variance, & Research Cases;
- **Code Enforcement Cases:** Building, Zoning, Infrastructure and Right-of-Way Investigations and Violations, High Weeds & Grass, Legal, Damage Assessment, Inoperable and Abandoned Vehicles/Citations;
- **Health Department Violations:** Abandoned Vehicles, Demolition, Housing Violations, Repairs, Trash, Vacant Buildings, Complaints, Property Court Cases.

Content has been added to this web site in phases. Information related to the Department of Metropolitan Development's Division of Planning and Historic Preservation Commission was available in 2009, with Department of Code Enforcement and Health Department data added in early 2010.

## What agencies provide data for this part of the web site?

The **Department of Metropolitan Development** (DMD) works with other city departments in the areas of Planning, Historic Preservation, Community and Economic Development, and Neighborhood Services.

See [www.indy.gov/eGov/City/DMD](http://www.indy.gov/eGov/City/DMD) for more information.

The **Department of Code Enforcement** (DCE) enforces land use requirements, promotes responsible development through inspections and issuance of permits, licenses businesses and contractors, issues special event and other permits, conducts inspections and takes appropriate actions regarding safe construction, as well as maintenance of existing structures.

See [www.indy.gov/dce](http://www.indy.gov/dce) for more information.

**Health & Hospital Corporation** of Marion County (HHC) promotes and protects the health of everyone in the community and provides health care to those who are underserved.

See [www.hhcorp.org](http://www.hhcorp.org) for more information.

## In what ways is this web site meant to be used?

A primary purpose of this portion of the web site is to provide a tool for **public research** into the many kinds of cases that result from work performed by Planning, IHPC, Code Enforcement, and HHC. It can be visited at: <http://permitsandcases.indy.gov/citizenaccess>

To apply for permits and to schedule inspections, visit the Department of Code Enforcement at 1200 Madison Ave., Ste. 100, go online at [www.indygov.biz](http://www.indygov.biz), or call DCE's automated system at 327-5525.

Updated online capabilities will be added in the future, including the ability to schedule Inspections against Permits you have obtained from DCE.

## How is information organized on this part of the web site?

Information provided by the different agencies to this web site is organized under five tabs across the top of the page:

- **Home** – the default page for this part of the web site;
- **Permits** – permits issued by DCE and related inspections;
- **Enforcement** – cases such as investigations, initiated by DCE, often in response to information from other City/County agencies;
- **Planning / Historic Preservation** – cases initiated by Planning or IHPC, as well as those initiated by the public, such as Land Use Petitions and Certificates of Appropriateness;
- **Health Department** – cases, such as violations, initiated by HHC.

Each case has a unique identifier. In Permits, Enforcement, and the Health Department they are generally in the form XXXYY-99999, in which:

- XXX or XXXX            an abbreviation of the case type;
- YY                      the 2-digit year in which the case was created;
- 99999                  a 4-to-6-digit sequential numeric identifier.

Cases within Planning/IHPC are generally in the form YYYYXXX999, where:

- YYYY                  the 4-digit year in which the case was created;
- XXX                    a 2-to-7-character abbreviation of the case type;
- 999                     a 3-to-4-digit sequential numeric identifier.

Data may also be searched online by Case Type or by Address

Additional research capabilities are provided through a **Case Research Report** and a **Case Summary Report**, both of which are accessible at: <http://permitsandcases.indy.gov/citizenaccess>

## How is information returned from a Search?

When you enter search parameters – for example, address information – and click the “**Search >>**” button at the bottom of the page, identifying information about cases that match your parameters will be listed below it.

Clicking the dropdown list in the gray bar above the search parameter fields changes the fields available for search and the results that are returned:

- General Search      All parameters;
- by Address          Just address fields;

A search will return up to 100 cases. If more than 100 cases match your parameters, either be more specific with the search criteria you enter or use the [Case Research Report](#), a link to which is on the “Home” page.

The [Case Summary Report](#), also accessible from the “Home” page, is useful for displaying and printing detailed information about a case, including some historical information that may not available on the Search results pages.

To see details of any case listed after searching, click on its Case Number, which is underlined (meaning it is a “link” to that case’s information).

Clicking on a case will cause its “Case Detail” page to appear. Within this detail, each heading (within the gray bars) usually has a right-pointing triangle to the left of it on which you can click to reveal detailed information below it. For example, under “Processing Status” will be listed all tasks in the City’s standard workflow for that case. An hourglass next to a case workflow task means that the task is in progress.

## Tips for searching for information on this web site ...

- Searching is normally performed by following these steps:
  - Click the tab at the top of the page for the data you wish to see;
  - Click the dropdown next to “General Search” to focus the type of search you will be conducting;
  - Enter search criteria into the fields appropriate for your query;
  - Click the “Search >>” button at the bottom of the page.
- For alphanumeric fields such as Case Number, Project Name, Name of Business, Street Name, and City you can enter the first part of the criteria and matching information will be returned.
  - Ex. entering Red in the Project Name field returns cases associated with projects with names that begin with “Red ...”
  - Ex. entering ELE in the Case Number field returns cases that are Electrical permits.
- For alphanumeric fields, a percent “wild card” character can be used anywhere in your search criteria in place of one or more characters;
  - Ex. entering %stone in the Street Name returns cases on Keystone Ave, Waterstone Cir, and so on.
- To not tie up the system, a search will return a maximum of 100 records. In cases where this limit is exceeded, site users are advised to refine their search criteria or use a Case Research Report.
- Refine searches by providing as much criteria as possible and by limiting ranges of data within which you are searching, such as by using the “Start Date” and “End Date”.
- The Case Research Report, which is accessible from the case research Home page (<copy link to Case Research Report here>) is useful for large searches (returning more than 100 cases), for unusual parameters (such as ranges of addresses), or for situations in which you want a report that you can print or save to your computer. Click this link for the report, enter the parameters appropriate for your needs on the page that appears, then click the OK button.